



GROUP RESERVATION REQUEST FORM

- ☐ Tour Operator
☐ School
☐ Other _____

Group requests are accepted by mail or fax only. DO NOT RE-FAX! To cancel a tour, call (202) 874-2330 or toll free 1-866-874-2330. The tour must be re-booked if ten or more individuals are added to the original request.

Name of Group: _____ FAX Number: _____
(Confirmation will be faxed back to this number)

Mailing Address: _____ E-Mail address: _____

City, State, Zip: _____

Primary Contact Name and Phone Number: _____

Total Number in Group: _____ (not to exceed 50 guests per tour)

Special Needs: (i.e. wheel chairs, hearing impediments, etc.): _____

Group Tour Schedule

Monday through Friday, excluding federal holidays and the week between Christmas and New Year's Day

<u>DAILY</u>						
<u>Jan - Dec</u>	<u>11:00 a.m.</u>	<u>11:15 a.m.</u>	<u>11:30 a.m.</u>	<u>11:45 a.m.</u>	<u>12:00 p.m.</u>	<u>12:15 p.m.</u>

1st choice

Day of week Date Time

2nd Choice

Day of week Date Time

Tour Scheduler
14th and C. Streets, SW – Room 128-M
Washington, DC 20228
www.moneyfactory.gov

PHONE: (202) 874-2330 ● Toll Free: 1 (866) 874-2330 ● FAX #: (202) 874-6331